

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP #E-20-21
Janitorial Services**

1:30 p.m. 07/28/2021

The Selection/Evaluation Committee consisted of:

George Buenaventura, Building Maintenance Services Director (Voting)
Russell Ketchem, Solid Waste Services Director (Voting)
Shaun Roles, Service Worker I (Voting)

Also in attendance: Jeff English and Tammy Thompkins, Purchasing Agents (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for janitorial services to the City for selected City buildings. The meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division office, and on the City's website. The meeting was called to order at 1:36 p.m. Six (6) firms submitted responses to the City's Request for Proposals.

George Buenaventura led the technical discussion. Purchasing reviewed evaluation procedures and distributed Conflict of Interest Statements for completion by all voting members.

Each Committee member had reviewed all of the responses in advance of the meeting. The Committee discussed each of the six (6) responsive proposals in alphabetical order, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

(1)	Sunshine Cleaning Systems, Inc.	276.75
(2)	Encompass CSI, LLC	243.95
(3)	United States Service Industries	234
(4)	Janitorial 5 Star Services, LLC	232.05
(5)	Overtime Building Maintenance Inc.....	218
(6)	Elite Maintenance & Management Corp	088

Pursuant to City Ordinance 2018-46 establishing a Local Business Program, Janitorial 5 Star Services LLC., was awarded an additional 5% for compliance with Tier 1 requirements, and both Sunshine Cleaning Systems, Inc, and Encompass CSI, LLC, each were awarded an additional 2.5% for compliance with Tier 2 requirements. The Committee decided oral presentations would not be required as the scoring results showed sufficient distinction between the responding firms. An agenda item will be prepared to present the ranking to the City Commission for its approval to negotiate a contract with the highest ranked firm, Sunshine Cleaning Systems, Inc.

The meeting adjourned at approximately 2:34 p.m.